



# HOWARD COUNTY DEPARTMENT OF INSPECTIONS, LICENSES AND PERMITS

3430 Courthouse Drive

■ Ellicott City, Maryland 21043

■ 410-313-2433

Robert J. Frances, P.E., Director  
bfrances@howardcountymd.gov

FAX 410-313-3298  
TDD 410-313-2323

## **Residential Walk Through Building Permit Process Licenses and Permits Division**

The residential walk through building permit process applies to miscellaneous residential permits including garages and additions less than 600 square feet total. This procedure will allow the same day issuance of building permits in this category only.

**NOTE: Effective October 1, 2004, properties served by well and septic require prior approval by Environmental Health Department before starting the walk through process. (see below)**

Who is eligible to apply?

- Homeowners/contractors/owner's agent

When are applications accepted?

- **Wednesdays and Thursdays between the hours of 1:00 p.m. to 3:00 p.m.**
- All applications must be made in person

Where do you apply?

- Front Counter  
Licenses and Permits Division  
3430 Court House Drive; Ellicott City, MD 21043  
Telephone #: (410) 313-2455, option #4

**NOTE: Contact Environmental Health Department at (410) 313-1771 for information concerning required signature approval before starting the walk through process.**

What is required?

- A completed building permit application
  - Plot plans drawn to scale, except plot plans are not required for interior work
  - All additions require construction drawings
  - Payment of fees, payable to the Director of Finance
- \*\*CHECK, CASH OR MONEY ORDER ONLY ACCEPTED AT THIS TIME\*\***

Typical miscellaneous residential building permits include but are not limited to the following:

Arbor over 200 sq. ft.	Fireplace	Tower
Chimney	Gazebo over 200 sq. ft.	Woodstoves
Deck	Hot tubs (framing plans required)	Antenna over 12'
Demolition	Shed over 200 sq. ft.	Dish antenna over 3' diameter
Detached kiosk over 200 sq. ft.	Solar collector (roof or ground mounted)	Inground swimming pool
Fences over 6' high (Less than 6' high subject to Zoning Regulations)		Above ground pools

**NOTE: PLEASE INCLUDE 10% TECHNOLOGY FEE.**

**Typical additions and alterations – residential building permits and following fee schedule.**

garages	screened porches/sunrooms
carports	additions under 600 sq. ft. (additions over 1 story or 2 <sup>nd</sup> story additions not accepted during walk-through process)

**Fee Schedule:**

Permit fee based on \$.18 per square foot calculation, plus \$25.00 non deductible filing fee. A \$1.17 excise tax and a \$1.25 school facilities surcharge per square foot applies to new or added areas only.

**Typical residential alterations and following fee schedule.**

finished basements	interior alterations
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**Fee Schedule:**

Filing Fee (non refundable) .....	\$25
Single/small room or area (200 square feet or less) .....	\$50
More than single floor or area (over 200 square feet) .....	\$100

**REQUIRED INFORMATION FOR PLOT PLANS**

Street address and name of abutting street.

Property lines and lot dimensions.

Lot/Parcel number and square footage.

Building Restriction Lines (setback) and easement lines.

Show existing improvements (footprint), distances to property lines and dimensions or square footage.

Show proposed improvements, distances to property lines and dimensions.

Driveway or access.

Subdivision name, section and area.